COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction establishes policies and procedures for managing the Osan AB Disaster Preparedness/ Readiness program. It localizes and expands upon guidance found in AFPD 10-2, *Readiness,* 32-40, *Disaster Preparedness,* 90-2, *Inspection General-The Inspection System,* and associated Air Force instructions and Air Force manuals including any other pertinent Major Command (MAJCOM) directives. It provides guidance for conducting unit programs, outlines responsibilities for supporting Osan AB DP and Readiness related operations plans and managing affiliated training programs. This instruction applies to all units assigned, attached, or deployed to Osan AB.

1. Program Management:

  1.1. **Purpose.** Defines the basic responsibilities of each functional agency to manage the overall Osan AB Disaster Preparedness/Readiness (DPR) Program. The operational actions for each agency are contained in 51 FW Disaster Preparedness Operations Plan (OPlan) 32-1 for peacetime and Osan AB Base Support Plan (BSP) for wartime.

  1.2. **Responsibilities:** The Commander, 51st Fighter Wing, has overall responsibility for the installation's programs. The commander:

    1.2.1. Establishes the installation program as outlined in AFPDs 10-2 and 32-40, associated AFIs, and this instruction.

    1.2.2. Delegates the program administration to the Commander, Readiness Flight; 51 CES/CEX, who develops and manages the installation program as outlined in AFPDs 10-2, 32-40, 90-2, and associated AFIs, and serves as office of primary responsibility (OPR) for this instruction.

    1.2.3. Establishes an exercise evaluation program to evaluate the DPR capability of Osan AB, IAW AFPDs 32-40 and 90-2, associated AFIs, and Paragraph **4.** of this instruction.

    1.2.4. Establishes the Wing Readiness Council and Working Group as defined in Paragraph **2.** of this instruction.

1.3. **Commanders and Staff Agency Chiefs.** Those units listed in **Attachment 1** will establish a formal unit program. The commander is responsible for:

1.3.1. Accomplishing unit planning to support the base DPR program.

1.3.2. Appointing the following:

1.3.2.1. A unit DPR Primary Representative and a DPR Alternate Representative. The primary position should be filled with an officer or a senior NCO to manage the unit program and act as the unit liaison and representative. The alternate should be an NCO (E-5 or above). Personnel appointed will have 6 months retainability.

1.3.2.2. A unit Chemical/Biological Warfare Defense Training (CBWDT) scheduler. NOTE: Depending upon unit requirements, unit DPR Representatives may assume these duties.

1.3.2.3. CBWDT scheduler will track and report CBWDT and EET monthly statistics to the Unit DPR Representatives, and annotated on 51FW Form 4, **Unit Full Spectrum Threat Response.**

1.3.2.4. Appointing Specialized Teams:

1.3.2.4.1. Disaster Control Group (DCG) primary and alternate members (see 51 FW OPlan 32-1).

1.3.2.4.2. Shelter Management Teams (SMT) (see Osan BSP, 51 FW OPlan 32-1).

1.3.2.4.3. Contamination Control Team (CCT) (see Osan BSP, 51 FW OPlan 32-1).

1.3.2.4.4. Ensure that members of these teams are incorporated into the augmentation program.

1.3.3. Ensuring all unit personnel are assigned to a protective shelter (see Osan BSP and 51 FW OPlan 32-1).

1.3.4. Budgeting for unit DPR equipment requirements for specialized team equipment.

1.3.5. Ensuring unit personnel attend CBWDT, specialized team training, and other Readiness classes, as required.

1.3.6. Ensure quarterly in-house training scenarios are conducted for CCTs and SMTs.

1.3.7. Ensuring supervisors conduct Enlisted Specialty Training (EST), which includes, as a minimum, those items listed in individual Career Field Education and Training Plan.

1.3.8. Establishing and conducting a unit level Camouflage, Concealment and Deception (CCD) program in coordination with the BSP.

1.3.9. Ensuring unit DPR representatives attend Readiness Working Group meetings.

1.4. **Unit DPR Primary and DPR Alternate.** The unit DPR representatives are responsible for the day-to-day management of the unit commander's DPR program. These duties include, but are not necessarily limited to the following:

1.4.1. Work with 51 CES/CEX on matters affecting the unit's DPR program.

1.4.2. Develop and maintain current written procedures to support Osan BSP and 51 FW OPlan 32-1.

1.4.3. Ensure the 51 FW Form 4 is submitted to 51 CES/CEX no later than the 5th duty day of the month and maintained current.

1.4.4. Ensure unit DPR equipment is maintained in a neat, orderly, and serviceable condition IAW the applicable T.O.s. Ensure "For Training Use Only" and operational equipment is kept separate.

1.4.5. Maintain a DPR handbook according to guidance provided by 51 CES/CEX.

1.4.6. Ensure initial and recurring unit information program training is conducted and documented. Develop a unit specific information program. Distribute information program materials provided by 51 CES/CEX.

1.4.7. Conduct and document a semi-annual self-assessment of the unit program using the checklist provided by 51 CES/CEX. Submit completed assessments to 51 CES/CEX not later than the 5th of June and the 5th of December.

1.4.8. Attend initial unit DPR representative training, bi-monthly Readiness Working Group meetings, and any other unit DPR representative meetings.

1.4.9. Ensure CBWDT schedulers and specialized team chiefs attend all scheduled meetings.

1.4.10. Provide unit commander with a regular update on the status of the unit DPR program.

1.4.11. Ensure quarterly in-house specialized team training is conducted and documented.

1.5. **All Assigned Personnel.** The entire base populace is responsible for supporting the installation DPR program. Specifically, each individual will:

1.5.1. Be knowledgeable of unit and individual responsibilities during attacks, major accidents, and natural disaster situations.

1.5.2. Brief dependents on actions to take during disaster situations.

1.6. **Procedures.** Specific requirements and procedures that must be included in the unit DPR program are contained below. Units required to establish and maintain a squadron DPR program are listed in **Attachment 1**. Continuity in these positions is an extremely important consideration. The DPR Representatives are vital links between 51 CES/CEX and the unit.

1.6.1. Unit DPR Information Program. The unit DPR information program is designed to provide all assigned personnel, military and civilian, with the knowledge to protect themselves from the effects of, and to support unit actions in response to enemy attacks, major accidents, and natural disasters. The program is composed of initial orientation and recurring indoctrination.

1.6.1.1. Initial Orientation. The initial orientation portion of the information program will be conducted:

1.6.1.1.1. As part of the Base Combat INTRO Program NBC Defense Training appointment. This briefing covers the mission of DPR Program, local threats, base alert and warning system, and actions if away from home station in the event of general war.

1.6.1.1.2. By the Unit. All incoming personnel should be briefed on unit specific disaster response procedures, specialized team assignment (if applicable), exercise procedures, and shelter assignment.

1.6.1.2. Recurring Indoctrination. This indoctrination is conducted for all personnel on a con-

tinuous basis by the unit using material provided by 51 CES/CEX. It involves displaying and circulating posters, visual aids, and informational materials.

    1.6.1.2.1. Subjects that are to be covered are:

        1.6.1.2.1.1. Local threat from major accidents and natural disasters.

        1.6.1.2.1.2. Individual actions to be taken during attack, natural disaster, and major accident situations.

        1.6.1.2.1.3. Shelter assignments and procedures.

        1.6.1.2.1.4. Unit procedures for disaster response.

        1.6.1.2.1.5. Chemical Warfare Defense Refresher Training.

        1.6.1.2.1.6. Warning and notification system and signals.

        1.6.1.2.1.7. Actions if away from home station and general war is declared.

        1.6.1.2.1.8. Responsibility of sponsors to brief family members on actions taken during natural disasters or major accidents.

  1.6.1.3. All in-house training will be documented on a memo for record to include date information was distributed and information briefed.

  1.6.1.4. Each unit will maintain a file of materials used to train unit personnel.

  1.6.1.5. Post 51 FWVA 32-4011, *Standard Alarm Signals for Osan AB* and 51 FWVA 32-4012, Your *Unit Disaster Preparedness/Readiness Representative*, on organizational bulletin boards and in work areas.

1.6.2. Unit DPR Instructions and Checklists:

  1.6.2.1. Ensure checklists are developed to support Osan BSP and 51 FW OPlan 32-1. Include UCC relocation in all checklists. They must address who, what, when, where, why, and how to perform the tasks for:

    1.6.2.1.1. Major accident response actions to include HAZMAT, both on and off base.

    1.6.2.1.2. Natural disasters, military support to civil authorities, and relocation of control centers.

    1.6.2.1.3. Pre-, trans-, and post-attack response.

    1.6.2.1.4. Specialized teams: If tasked for SMTs, use appropriate technical orders (T.O.) and AFMAN 32-4005 to develop checklists.

    1.6.2.1.5. Disaster control group (DCG) members, if tasked in 51 FW OPlan 32-1, will have a unit specific set of checklists for unit support to the On-Scene Commander (OSC).

      1.6.2.1.5.1. Checklists will be written in support of 51 FW OPlan 32-1 and will cover all unit actions during response to major accidents.

      1.6.2.1.5.2. Utilize AFMAN 32-4004, *Emergency Response Operations*, to develop unit checklists.

    1.6.2.1.6. Units will develop pyramid-alerting procedures for notifying unit personnel and Disaster Response Force (DRF) team members. The unit must have procedures to recall

DRF elements separately. Communications Out procedures must be identified in recall procedures.

1.6.2.1.7. Procedures for reporting personnel status to the Personnel Control Unit (PCU) under normal or communication outage conditions.

1.6.2.2. Unit Checklists must be re-accomplished and updated within 30 days of revision or change of Osan BSP and 51 FW OPlan 32-1. Checklists will be reviewed and updated annually.

1.6.2.3. Units will coordinate all instructions, operating procedures, and checklists with all affected agencies. Forward "draft" checklists/instructions to 51 CES/CEX for review before final publication.

1.6.3. Staff Assistance Visit (SAV) and Unit Readiness Self Assessment:

1.6.3.1. 51 CES/CEX will program a SAV annually to those units identified in **Attachment 1**.

1.6.3.2. Unit DPR Representatives will conduct a Unit Readiness Self Assessment 30 days from the date of the scheduled SAV and forward a copy of their findings to 51 CES/CEX.

1.6.3.2.1. In the report, unit commanders will state whether or not they wish 51 CES/CEX to conduct a SAV.

1.6.3.2.2. If no SAV is requested, unit commanders will ensure follow-up is accomplished on those areas noted during the Unit Readiness Self Assessment.

1.6.3.2.3. 51 CES/CEX will provide any additional assistance requested by the Unit DPR Representative or commander.

1.6.3.3. Each unit will conduct a semi-annual Unit Readiness Self Assessment using staff assistance visit checklists provided by 51 CES/CEX.

1.6.3.4. When requested by the unit commander, 51 CES/CEX will conduct a formal staff assistance visit to other units not listed in **Attachment 1**.

1.6.3.5. The 51 CES/CEX will:

1.6.3.5.1. Conduct the SAV to assure quality of the unit's DPR program and recommend improvements.

1.6.3.5.2. Conduct an informal out-briefing with the DPR Representatives after the SAV is completed.

1.6.3.5.3. Conduct a formal in brief (if requested) and formal final out-brief with the unit commander.

1.6.3.5.4. Submit a formal written report, prepared and forwarded within 15 workdays from completion of the SAV to the unit. A courtesy copy will be provided to the unit DP Representative once signed by the 51 CES Readiness Flight Chief.

1.6.3.5.5. Give the unit 30 days to provide a written reply to findings and recommendations in the SAV report.

1.6.3.5.6. Arrange follow-on assistance to units with problems beyond their capability to correct.

1.6.3.5.7. Each unit DPR Representative will:

1.6.3.5.7.1. Contact 51 CES/CEX to confirm visit, in brief, and itinerary for the SAV.

1.6.3.5.7.2. Accompany the 51 CES/CEX representatives to all areas requiring review (i.e., control centers, chemical warfare equipment storage, etc.).

1.6.3.5.7.3. Schedule specialized teams to be available during the SAV. Ensure equipment is available and personnel are ready to conduct a short in-house exercise.

1.6.3.5.7.4. Coordinate replies to findings through their respective unit commander before sending to 51 CES/CEX. If a problem will require longer than 30 days to correct, units will provide 51 CES/CEX with a written request for extension.

1.6.3.6. No-notice SAVs. No-notice SAVs may be conducted by 51 CES/CEX when directed by the Commander, 51 FW.

2. Program Review.

2.1. **Purpose:** Defines Osan AB's DPR program review.

2.2. **Responsibilities:**

2.2.1. The Wing Readiness Council is the vehicle for program review on Osan AB. It is established to review the status of the base DPR program and take prompt action to correct problems.

2.2.2. This council meets at least quarterly or as directed by the chairperson.

2.2.3. The Commander, 51FW serves as Chairperson for the Wing Readiness Council.

2.3. The Wing Readiness Council is composed of those agencies listed in **Figure 1.**

Figure 1. Agencies List.

*51 FW/CC	51 FW/SE	51 SFS/CC	7 AF/LG	607 ACG
51 FW/CV	51 MOS/CC	51 CS/CC	7 AF/DO	554 RHS/CC
51 OG/CC	51 CES/CC	51 SVS/CC	7 AF/CE	731 AMS/CC
51 MSG/CC	51 CES/CED	51 LRS/CC	607 ACOMS	Det 2 18 IS/CC
51 MXG/CC	**51 CES/CEX	51 MSS/CC	607 AOG	51 FW/PA
51 MDG/CC	51 OSS/CC	51 MXS/CC	607 AIG	
51 FW/IGI	51 OSS/IN	51 AMXS/CC	607 ASG	
51 FW/OCO	51 OSS/OSX	5 RS/CC	607 ASOG	

* Chairperson. ** Recorder

2.4. Base units address topics related to their functional area at the council meetings.

2.4.1. Provide proposed agenda topic and time to 51 CES/CEX NLT 10 duty days before council meeting.

2.4.2. The Chief, Readiness Flight may brief the council on:

2.4.2.1. Results of DPR unit self-assessment/SAVs.

2.4.2.2. Status of wing specialized teams.

2.4.2.3. Status of wing Nuclear, Biological, and Chemical (NBC) detection equipment.

2.4.2.4. Wing NBC Reconnaissance Team (Disaster Preparedness Support Team (DPST)) manning.

2.4.2.5. Changes in NBC and DPR funding issues.

2.4.2.6. Status of readiness related plans, instructions, and checklists, such as: Instructions, Manuals, and Pamphlets; Hardening, Dispersal, Camouflage, Concealment, and Deception (CCD) planning; and Nuclear, Biological, and Chemical/Biological Warfare Defense (CBWD) operations plans.

2.4.2.7. Base recovery measures such as shelter management, damage assessment, explosive ordnance reconnaissance (EOR), rapid runway repair (RRR), and contamination control.

2.4.2.8. Status of the command and control functions, such as the Survival Recovery Center (SRC), NBC Cell, and unit control centers (UCCs).

2.4.2.9. Status of readiness related training, such as CBWD, CCT, CCD, etc.

2.4.2.10. Any other topic affecting the 51 FW emergency/contingency response capability.

2.4.3. The EET Team Chief may brief the status of the base exercise evaluation program.

2.4.4. The 51 LRS may brief on wing DPR related equipment (e.g., chemical warfare defense equipment, etc.) availability status, quantities, and issuing procedures.

2.4.5. The 51 SVS and 51 MDG may brief on the status of shelter stocking plans and procedures.

2.4.6. The 51 SFS may brief on air base defense issues.

2.4.7. The 51 OSS/OSX and 51 LSS/LGLX may brief on pertinent changes to any wing plans affecting readiness.

2.4.8. The 51 OSS/IN may provide a current threat briefing to the membership at the beginning of the meeting.

2.4.9. OPRs and suspenses will be assigned to open items. Minutes will be posted and will indicate those agencies attending and absent.

2.5. **The Wing Readiness Working Group.**

2.5.1. The Commander, Readiness Flight will chair this group. Alternate chair will be appointed from the membership and will be an officer.

2.5.2. The group is composed of members from those units listed in **Figure 1.** and Unit DP Representatives from the units listed in **Attachment 1** of this instruction.

2.5.3. Meetings will be conducted at least quarterly prior to the Readiness Council.

2.5.4. Agendas will be distributed by the chairperson. Agenda items will be in preparation for the Wing Readiness Council. Agencies with other pertinent topics will forward them to the chairperson NLT 10 duty days before scheduled meetings.

2.5.5. Minutes will be published and distributed with OPRs and suspenses assigned to open items. The minutes will indicate those attending and those absent.

2.5.6. Working parties are authorized to be formed. Working parties focus on specific issues and work on problems not applicable to the entire working group. Party chairs will be designated by the Commander, Readiness Flight. Progress will be briefed to the working group when applicable.

3. Disaster Response Forces:

3.1. **Purpose.** Establishes the requirements for the wartime and peacetime disaster response force (DRF) elements on Osan AB. It sets requirements for the personnel, equipment, and resources needed to coordinate, respond, control, and recover from effects of attack, major accident response, and natural disasters.

3.2. **Responsibilities:**

3.2.1. The 51 CES/CEX will:

3.2.1.1. Conduct the training as specified in AFPDs 10-2 and 32-40, associated AFIs, and Chapter 4 of this instruction.

3.2.1.2. Distribute disaster grid maps to elements of the DRF.

3.2.2. The Engineering Flight (51 CES/CEC) will:

3.2.2.1. Produce the base disaster grid maps in the following scales: 1" = 200', 1" = 400' and 1" = 800'.

3.2.2.2. Produce single grid overlays with cordon circles, graduating in 500' increments up to a 4000'.

3.2.2.3. Acquire or produce a map covering the area outside Osan AB at least 15 miles in all directions. This map is used for off-base response to major accidents. Provide the 51 CES Readiness Flight with the maps for distribution to the following agencies: 51 MSG/CC/CD, 51 CES/CEF, 51 SFS/SFO, and 51 LRS/LGRV.

3.2.3. Unit commanders will:

3.2.3.1. Provide the Exercise Evaluation Team Chief with needed exercise requirements for their respective units. Each unit commander will ensure those requirements are being met.

3.2.3.2. Assign personnel to specialized teams, ensure they attend required training classes, and make personnel available for exercises and actual responses, as required. Ensure team members are incorporated into the augmentation program.

3.2.3.3. Replace specialized team members using the following criteria: Make every effort to ensure, once a specialized team member has been trained, he or she is not released from duty unless a written request is approved by the owning group commander and a replacement has been trained.

3.3. **DRF:**

3.3.1. Disaster Control Group (DCG):

3.3.1.1. Purpose: This group provides an element of key staff members for response, containment, and recovery at the scene of disasters. Specific responsibilities of the DCG are contained in AFMAN 32-4004 and 51 FW OPlan 32-1.

3.3.1.2. DCG composition is IAW 51 FW OPlan 32-1.

3.3.1.3. Alternate DCG members must have the same training and be delegated the same authority as the primary member.

3.3.1.4. Training: Initial training is conducted by the 51 CES Readiness Flight and units will schedule personnel within 30 days of assignment. To ensure a capability to respond to more than one accident, primary DCG members must ensure their alternates receive in-house training and participate as primary DCG members during at least one exercise annually. Refresher training may be directed at any time by the designated On-Scene Commanders (51 MSG/CC/CD).

3.3.1.5. Checklists and Equipment: Members will maintain checklists in support of 51 FW OPlan 32-1 and will have equipment outlined in OPlan 32-1.

3.3.2. Disaster Preparedness Support Team (DPST): This team augments the 51 CES/CEX in wartime, major accidents, and natural disaster situations. Teams will be incorporated into READY Program. Individuals selected for this duty must meet the criteria in paragraph **3.3.2.2.**

3.3.2.1. Purpose and Duties:

3.3.2.1.1. Operationally check NBC equipment, and conduct NBC contamination control and monitoring in peacetime as required by the Readiness Flight Commander.

3.3.2.1.2. Conduct NBC reconnaissance and contamination control during wartime.

3.3.2.1.3. Advise SMTs, as required.

3.3.2.1.4. Operate in the Nuclear, Biological and Chemical Control Cell (NBCCC), Readiness Control Center (RCC), and Mobile Command Post (MCP).

3.3.2.1.5. Perform other support functions as determined by the Commander, Readiness Flight.

3.3.2.2. Prerequisites. Individuals considered for appointment to the DPST will be screened by the Commander or Superintendent of the Readiness Flight before being assigned. Individuals considered for team duty must complete a qualification letter which requires the following: signature of the unit commander, signature by physical exams section at the hospital to verify physical profile CAT 1, and signature from unit security manager to verifying clearance. DPST members will not be assigned other contingency duties such as SF augmentee, or mobility; nor will they have dual assignments such as SMT.

3.3.2.3. Tasking. Units will provide DPST members according to the augmentation program tasking.

3.3.2.4. DPST duties become their primary duties during wartime, disasters, exercises, training or special circumstances identified and approved by the MSG/CC and take precedence over all other assigned duties.

3.3.2.5. Primary duty AFSC 3E9X1 and DPST members will not be subject to additional duties or details that prevent them from properly and effectively training for and responding to emergencies. This policy applies during both peacetime and wartime contingencies.

3.3.3. Unit Control Centers (UCCs). Units listed in the Osan BSP and 51 FW OPlan 32-1 will maintain a UCC. They act as a focal point for their unit during attacks, major accidents, and natural disasters. UCCs will:

3.3.3.1. Establish and maintain communications with unit shelters and specialized teams and disseminate information to or from the Command Post/SRC.

3.3.3.2. Maintain an events log.

3.3.3.3. Expedite requested support and keep unit representatives in the 51 FW Command Post, SRC, and DCG informed.

3.3.3.4. Rapidly evaluate and report damage, casualty, unexploded ordnance (UXO), and NBC contamination information following an attack, major accident, or natural disaster IAW the Osan BSP and 51 FW OPlan 32-1. UCCs will track reported information on the 51 FW Form 108, **Attack Report (UCC)** or through the SRC3 Automated system. CSS personnel will track reports on the 51 FW Form 108 or through the SRC3 Automated system.

3.3.3.5. Maintain current unit recall rosters for unit personnel. Additionally, establish procedures to recall DRF elements separately, (i.e., DCG, SMT, CCT, etc.)

3.3.3.6. Operate checklists covering attacks, major accidents, and natural disasters in support of Osan AB BSP and 51 FW OPlan 32-1.

3.3.3.7. Use a 1: 200 or 1: 400 or 1: 800 base disaster grid map and cordon overlays provided by the 51 CES Readiness Flight.

3.3.3.8. Construct master listing of all unit facilities, with primary and alternate telephone numbers posted near map. Highlight unit areas of responsibility on base disaster grid map.

3.3.3.9. Ensure all UCC personnel are trained in grid map reading and proper land mobile radio procedures.

3.3.4. **Shelter Management Teams.**

3.3.4.1. SMT Team Chiefs will:

3.3.4.1.1. Manage their respective shelters.

3.3.4.1.2. Maintain checklists designed specifically for their assigned responsibilities.

3.3.4.1.3. These teams will be incorporated into the command and control systems of the owning organization.

3.3.4.2. Composition:

3.3.4.2.1. For Emergency Operations Shelters

3.3.4.2.1.1. A minimum of one Shelter Supervisor per shift.

3.3.4.2.1.2. A minimum of one Contamination Control Area (CCA) Monitor per shift.

3.3.4.2.2. For Survivable Collective Protection Shelters (SCPS-2s) and other CPS facilities

3.3.4.2.2.1. A minimum of one Shelter Supervisor per shift.

3.3.4.2.2.2. A minimum of two CCA Monitors per shift.

3.3.4.2.3. Nuclear fallout shelter teams will be selected and trained IAW Osan BSP.

3.3.4.3. Training: Members are required to attend training as outlined in chapter 4. Teams are required to conduct supplemental in-house training at least quarterly. In-house training should

include recall, equipment re-orientation (e.g., filtration system orientation to include filter change-out procedures, alternate power systems, other environmental systems, tool usage, technical order usage, protective mask maintenance, etc.), preparation and attack reporting procedures, and CCA procedures.

3.3.5. Expedient Shelter Management. Each commander responsible for any facility/area that is occupied during wartime contingencies will appoint a facility manager. These personnel require no additional training but will follow the procedures in the Wartime Facility Preparation guide.

4. Training Program.

4.1. **Purpose.** Defines the DPR training procedures for Osan AB. It localizes responsibilities and establishes procedures for indoctrination, DRF, and other specialized training according to AFPDs10-2 and 32-40, associated AFIs, and this chapter.

4.2. **Responsibilities.** 51 CES/CEX provides initial and refresher training, as prescribed by AFPDs10-2 and 32-40, associated AFIs, and this paragraph.

4.2.1. Squadron commanders will ensure personnel are scheduled to attend training.

4.2.2. Commanders will conduct and document supplemental training for specialized teams at least quarterly.

4.2.3. The Readiness Flight, Commander, Superintendent, or the NCOIC of Training will brief the Wing Readiness Council and Working Group on status of training, including analysis trends, training no-shows, etc.

4.3. **Procedures:**

4.3.1. Minimum class size for NBCDT initial is 10. Minimum for NBCDT refresher is 10. There is no minimum class size for specialized team training.

4.3.2. Personnel who have not attended NBCDT within the last 3 years will attend Initial NBCDT.

4.3.3. All members that are staying past their 1-year tour (Commanders and Command Sponsored) must complete annual chemical warfare training in accordance with AFI 32-4001. This training may be accomplished through participation in a Combat Employment Readiness Exercise (CERE). Commanders will identify extended tour personnel who have completed this show of competency via attachment 5.

4.4. **Enlisted Specialty Training:** Commanders will ensure personnel are trained and certified to perform all required tasks in the Joint Lightweight Integrated Suit Technology (J-LIST) and/or Ground Crew Ensemble (GCE).

4.5. **Documentation of Training:**

4.5.1. The 51 CES/CEX will maintain augmentation program affiliated specialized team and DCG training records.

4.5.2. Units will maintain individual CBWDT, base populace/newcomers briefing, and specialized team training records on a locally generated form or a data automation system.

5. Forms Prescribed: 51 FW Form 4**;** and 51 FW Form 108.

WILLIAM L. HOLLAND, Brigadier General, USAF
Commander, 51st Fighter Wing

Attachment 1

UNIT DISASTER PREPAREDNESS/READINESS PROGRAM REQUIREMENTS

The following organizations are tasked to support the Osan AB DPR program with a unit DPR program as outlined in AFI 32-4001 and this instruction. All other units and those with less than 25 personnel are not required to have a full DPR program and will be assigned a caretaker by the owning group commander to ensure personnel are kept informed.

25 FS (9)	51 AMXS	607 ACG
303 IS	51 SFS	621 ACS
36 FS (9)	51 LRS	607 ACOMS
5 RS	51 SVS	731 AMS
51 CES	554 RHS	Det 2, 18 IS
51 CPTS	607 AFS	
51 CS	607 ASG (5)	
51 MOS (1)	607 AIS (6)	
51 MDG (3)	607 AOG (4)	
51 MSS (1,2)	607 ASOG (7)	
51 MXS	607 CPS	
51 OSS (1)	607 COS	

NOTES:
1. Each Support Squadron will manage their DPR program for their respective group commander and staff.

2. 51 MSS will manage the DPR program for the 51 FW Commander, staff, and HC, PA, SE, etc.

3. 51 MDG will manage all subordinate squadrons.

4. 607 AOG will manage the AOG Security Forces Flight, 607 CPS, 607 COS, 621 ACS, and its own program.

5. 607 ASG will manage the 607 ASUS, 607 MMS, 607 SPTS, and all its associated geographically separated units (GSU), collocated operating bases (COB), and its own program.

6. 607 AIS will manage the 607 AIG and its own program.

7. 607 ASOG will manage the 604 ASOS, 607 WS, and its own program.

8. 607 ACG will manage 607 CBCS, 607 ACOMS, and its own program

9. 51 OSS DPR rep will only cover items such as meetings and administrative items (i.e., Form 4s) for the 36 FS and 25 FS. However, each of these squadrons will have a dedicated body for any other Disaster Preparedness concerns (i.e., recalls, shelter management teams, etc).

Attachment 2

UNIT DPR MONTHLY REPORT INSTRUCTIONS

51 FW Form 4 (EF) will be accomplished by the Unit DPR Representative and forwarded to the 51 CES Readiness Flight (51 CES/CEX) NLT 5th duty day of every month.

SECTION	TITLE	INSTRUCTIONS:
1	Unit Information	Enter Unit Designation
2	Month	Enter the month for which you are reporting.
3	Unit DPR Rep	Enter all required data.
4	Disaster Control Group	Enter all required data.
5	Unit Control Center(s)	Include required data for both primary and alternate Unit Control Center(s) for both duty and non-duty hours.
6	Personnel Shelters	Enter building or Survivable Collective Protection System number, primary telephone number for that facility, whether or not the team is assigned and trained (see chapter 3 and 4), whether technical orders and checklists are on-hand and up-to-date (see 51 FWPAM 32-4005, Vol 2 for a list of required technical orders and checklists), whether or not all tools and materials are on-hand (see applicable technical orders and 51 FWPAM 32-4005, Vol 2), the date of the operational check of all mechanical equipment to include filter-blower units, and the date the last periodic maintenance was accomplished (see applicable technical orders and 51 FWPAM 32-4005, Vol 2)
7	Disaster Grid Maps	Enter the quantity of grid maps and overlays required for the organization.
8	Checklists	Enter all required data.
9	SAV	Enter all required data.
10	Unit CBWDT Scheduler	If other than the Unit DP Representative, enter all required data.
11	Unit Personnel CBWDT Statistics	Enter total assigned, total trained (both initial and refresher), % current (# trained divided by # assigned = % trained), total current in EST (see chapter 4), and % current EST (# trained EST divided by # assigned = % current EST)
12	Specialized Teams and Additional Duty Personnel	Enter all SMT, CCT, DCG members, and Unit Passive Defense Trainers. Include a ($) next to primary members of the DCG and team chiefs of SMTs and CCTs. Also include in the remarks block the last class date taught for Passive Defense Trainers
13	Unit Commander's Endorsement	Must be signed by the unit commander or deputy.

Attachment 3

ATTACK REPORT (CSS) INSTRUCTIONS

51 FW Form 108 (EF), or automated substitute (e.g.,: An Electronic Attack Report) will be accomplished by the CSS Representative or UCC upon receipt of attack information.

SECTION	TITLE	INSTRUCTIONS:
1	Exercise/Real World	Select as Applicable
2	Initial/Update	Select as Applicable
3	Received By	Enter your name/position
4	Reported By (Name/ Unit)	Enter who is reporting this info to you.
5	Phone	Enter reporters phone number
6	Facility #	Enter facility number of impacted facility
7	Time	Enter Time Received
8	Date	Enter Date Received
9	Grid Coordinates	Enter Grid Coordinates of affected area if not a facility
10	Facility/Asset Used For	Describe specific mission impact of damage
11	Input Section 1 DP	Select applicable boxes. Enter any additional info in remarks area
12	Input Section 2 EOD	Input UXO information as available
13	Input Section 3 SFS	Input ground force SALUTE information
14	Input Section 4 CES	Input infrastructure damage with specific information
15	Input Section 5 MSS/ MDG	Input reported casualty information; identify whether ambulance is required
16	Input Section 6 MXG	Input Vehicle damage as reported
17	Input Section 7 CS	Input communications computer damage as reported
18	Other/Additional Info	Input any clarifying information

Attachment 4

UNIT LETTERHEAD

MEMORANDUM FOR 51 CES/CEX

FROM:

SUBJECT: ANNUAL Nuclear Biological Chemical Conventional Defense Training (NBCCDT)

1. The following extended-tour personnel are certified as competent in Nuclear Biological chemical Defense training through participation in the Combat Employment Readiness Exercise conducted on XX-XXX-XX.

NAME	RANK	DEROS

2. Please direct any questions to (Unit DPR Rep.) at 784-XXXX.

JOHN Q. PUBLIC Lt Col, USAF

Commander